

Professional and Managerial Branch  
Transportation Group  
Airport Series

**AVIATION OPERATIONS & SECURITY ASSISTANT DIRECTOR**

8/03 (AM)

**General Purpose**

Under general direction, as an assistant department head, formulate strategies for and manage coordination of Airport operations, security and safety functions.

**Typical Duties**

Plan, organize implement, direct and review security and safety programs. Involves: Inspect air operations area to ensure conformance with Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations and certificated air carrier requirements. Inspect public use areas and employee work areas to ensure conformance with national, state and local safety and environmental standards. Ensure timely preparation of Notices To Airmen (NOTAMS). Close and open aircraft movement areas as conditions warrant. Oversee aircraft refueling procedures and emergency response operations. Ensure availability, monitor quality control, review records of purchases, receipts, sales and inventories of fuel for aircraft. Supervise crash rescue operations. Ensure that damaged aircrafts and debris are promptly and safely removed from landing, taxiways and ramp areas. Oversee airport security activities to ensure conformance with FAA and TSA regulations. Collaborate with national, regional, and local law enforcement agencies to ensure effective public safety programs. Inform and advise Director, as needed, of necessary airport security program improvements and changes, and of unsafe conditions and initiate corrective actions when required.

Plan, organize, implement, direct and review airport parking, ground transportation, communications, and radio dispatching and other support facilities operations. Develop, administer and revise standard policies and procedures and allied changes to ensure compliance with federal, state, and local rules and regulations and federally mandated security requirements. Develop and establish ground safety and driver training programs for vehicle being used in air operations area. Administer FAA compliant crash rescue certification training program in collaboration with Aircraft Rescue and Firefighting (ARFF).

Participate in department administration. Involves: Conduct cost-benefit, statistical or other analyses for safety, security, quality assurance and related capital expenditures in preparation of consolidated annual budget. Oversee procurement procedures, including pricing, requisitioning and storing of safety, security and quality assurance materials. Monitor organization performance and effectiveness of revenue and expenditure control procedures. Prepare financial, statistical and operating reports or briefings and correspondence. Analyze departmental personnel, equipment, supplies and maintenance costs to justify variations from estimates as prescribed by City financial policies and procedures.

Supervise assigned supervisory and non-supervisory. Involves: Schedule, assign, instruct, guide, check work. Appraise performance and review evaluations by subordinates. Arrange for or engage in employee training and development. Enforce personnel rules and regulations, standards of conduct, work attendance, and safe work practices. Counsel, motivate and maintain harmonious working relationships among subordinates. Recommend hiring, terminating, counseling, disciplining or changing employment status of subordinates.

Perform related incidental professional and administrative duties contributing to the realization of department objectives as required. Involves: Substitute, as qualified, for immediate supervisor during temporary absences by performing specified duties and responsibilities sufficient to maintain continuity of normal services and similarly perform duties of subordinates or coworkers, if assigned. Serve on ad hoc committees. Oversee or prepare regular and special status and results reports and maintain activity records.

**Knowledge, Abilities and Skills**

- Considerable knowledge of airport runways, taxiways and aircraft parking areas certification procedures and standards.
- Considerable knowledge of federal, state and local rules and regulations.
- Considerable knowledge of aircraft firefighting and rescue procedures.
- Considerable knowledge of triennial disaster drill planning.
- Considerable knowledge of airport security, safety, parking and ground transportation procedures.
- Good knowledge of federal civilian airport operation regulations.
- Good knowledge of administrative and budgeting procedures and principles of personnel management.

- Ability to plan, organize and administer Airport safety, security and quality assurance operations.
- Ability to plan, and impartially and firmly assign, train and evaluate work of subordinates and enforce City and departmental rules and regulations.
- Ability to exercise good judgment and make sound decisions.
- Ability to enforce Airport and federal rules and regulations.
- Ability to establish and maintain effective working relationships with fellow employees, officials and the public.
- Ability to communicate clearly and concisely orally and in writing.
- Skill in operation and care of personal computer or computer terminal, and installed software.
- Skill in safe operation and care of a motor vehicle.

***Other Job Characteristics***

- Occasional exposure to adverse weather conditions.
- Occasional driving through city traffic.

***Minimum Qualifications***

Education and Experience: Equivalent to an accredited Bachelor's Degree in Business Administration, or Aviation Administration or a related field, plus six (6) years of progressively responsible professional experience in operational activities at the equivalent of a U.S. civilian hub airport that included two (2) years in a supervisory capacity.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent from another state.

***Special Requirement:***

- Work beyond standard workday or workweek hours as necessary.
- Must pass federal background checks.

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Human Resources Director

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Department Head